



## TOWN OF MANCHESTER



### POSITION AVAILABLE

#### LIBRARIAN I

**Current vacancy in Reference and Adult Services**  
**37.50 hours/week**  
**\$53,584.33**

**CLOSING DATE: FRIDAY, AUGUST 23, 2013**

(Applications must be received in the Human Resources Department by 4:30 p.m.)

**SUMMARY OF POSITION:** Responsible for assisting in the administration and operation of a major section of the library such as reference, circulation and children's and performing specialized professional work. A person in this position also administers the entire library in the absence of a librarian in a more responsible position. Responsibilities include helping develop, coordinate and implement programs to improve service availability and quality consistent with library policies and management guidelines. Other routine work involves keeping current of new technologies and methods, directing, reviewing and evaluating the work of less senior staff, providing for the overall care and maintenance of the collections, attending meetings and workshops and communicating with customers, co-workers and other agencies. Regularly scheduled night and weekend work is expected.

**REQUIREMENTS:** Master's Degree in Library Science required, plus; one (1) year of library experience and a strong knowledge of automated library systems.

#### **EXAMINATION WILL CONSIST OF:**

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Oral Examination	100%	80%

Applications and job description are available in the Human Resources Department, 41 Center Street, P.O. Box 191, Manchester, CT 06045-0191 or by calling the Recruitment Information Line (860) 647-3170 or visit our website at: <http://hr.manchesterct.gov/>. To apply online, please visit <http://hr.manchesterct.gov>. Applications must be received in the Human Resources Department by 4:30 p.m. on Friday, August 23, 2013 or must be postmarked by Friday, August 23, 2013. **No faxed or e-mailed resumes and/or applications will be accepted.**

*The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.*

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.